

Appendix G

Sample Review Week Schedule

Sample Review Week Agenda

Monday

8:00-9:00 a.m.	Entrance conference in central site (optional, depending upon logistical issues)
9:00-11:30 a.m.	Review team orientation if needed (only if this has not been done prior to the review week)
11:30-12:00 Noon	Local teams meet informally
12:00-1:00 p.m.	Lunch
1:00-4:00 p.m.	Team members travel to local review sites (if teams have not reported to their sites already) Team members remaining in central site conduct local entrance conference and begin review activities
4:00-5:00 p.m.	Local entrance conferences
5:00-6:30 p.m.	Local team briefing (if review activities have been initiated)

[NOTE: In some States, rather than the review team's convening centrally at the beginning of the review week, team members may travel directly to their local review sites and begin review activities immediately on Monday morning. In that situation, a brief informal entrance conference with local staff may be held first thing, followed by a meeting of the local review team to receive instructions and orientation, followed by the beginning of case reviews and interviews.]

Tuesday

8:00-5:00 p.m.	Local review activities, beginning with reading case records State stakeholder interviews
5:00-6:30 p.m.	Local team briefing

Wednesday

8:00-5:00 p.m.	Local review activities State stakeholder interviews
5:00-6:30 p.m.	Local team briefing

Thursday

8:00 a.m.-12:00 noon	Complete local review activities
1:00-4:00 p.m.	Local team briefing
4:00-4:30 p.m.	Local exit conference
4:30 p.m.	Team members travel to central site for briefing with entire team

Friday

8:00 a.m.-12:00 noon	Entire team briefing
1:00-2:00 p.m.	Exit conference in central site

Sample Review Schedule For Individual Team Members

Day One

8:00-9:00 a.m.:	Local entrance conference (location)
9:00-11:30 a.m.:	Case record reviews (adjust length of time as needed) Case A (List type of case and names of social worker, family members, and service providers)
11:30-12:30 p.m.:	Lunch (flexible, depending upon interview schedule)
12:30-1:30 p.m.:	Interview with social worker for Case A (location)
1:45-2:45 p.m.:	Case interview in Case A (if not in office, allow travel time)
2:45-3:00 p.m.:	Travel time (adjust as needed, depending upon location of next interview)
3:00-3:45 p.m.:	Stakeholder or Case Interview (For all interviews scheduled, specify type of interview and list name, address, phone number, location of interview, and directions if needed)
3:45-4:00 p.m.:	Travel time
4:00-5:00 p.m.:	Stakeholder or Case Interview
5:00-6:30 p.m.:	Team briefing

Repeat agenda for each day reviewers will be in the local agency, noting the following possible agenda items:

- Small group meetings with staff or other stakeholders during the evening, regular work hours, or lunch.
- Any unscheduled time slots will be used by reviewers to complete case record reviews, summarize notes and so forth, or to participate in other stakeholder interviews or focus groups.
- At least 1.5 hours per day should be clear on all the reviewers' schedules at the same time for team briefings following the completion of the day's review activities.

